1 FastLane Travel and Reimbursement Module

The FastLane Travel and Reimbursement (FLTR) Module allows meeting participants the ability to access and update their meeting information through the Panelist Functions of FastLane. Each meeting participant will required to complete the Registration Questions (please see the Participant Registration section below for detailed information).

NOTE: Each meeting participant must answer the registration questions and submit their personal and banking information for each meeting they attend. These answers are used to determine the meeting participant's meeting and travel day rates as well as determining which modules they have access to within FLTR.

Once the Participant Registration Questions have been answered, the meeting participants will only see those modules that are available to them.

Participant Registration

Each time that a meeting participant enters the FastLane Travel and Reimbursement Module for a new meeting, they will be required to answer general participant registration questions. The answers to these questions will determine the meeting participant's meeting and travel day rates. The answers are also used to determine what functions of the FastLane Travel and Reimbursement Module are accessible to the meeting participant.

To access and complete the Participant Registration Questions, please complete the following steps:

1. From the Panelist Functions Main Menu, click the "Travel and Reimbursement Link" (see Figure 1 below).

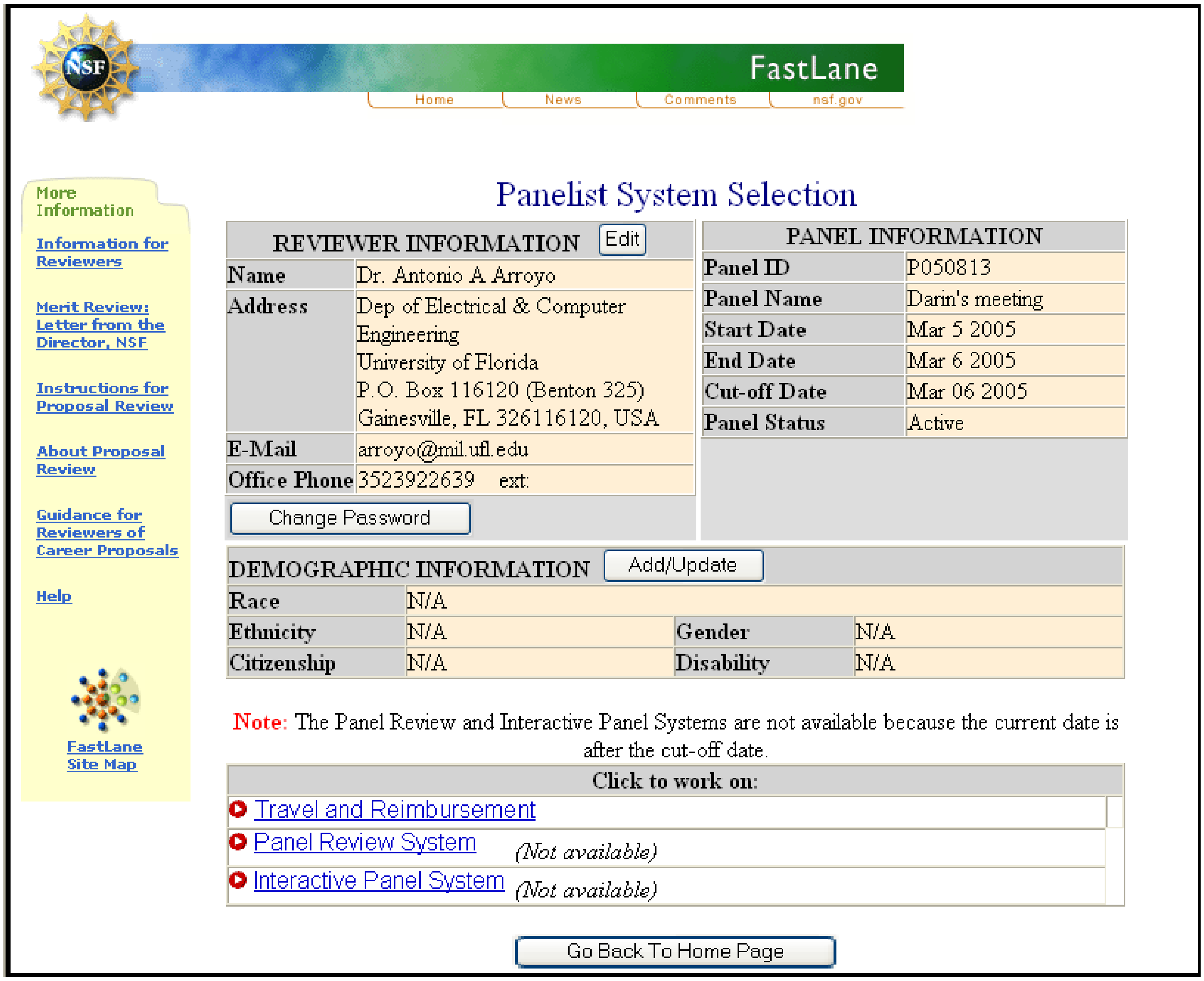


Figure 1 - Panelist Functions Main Menu

2. The Travel and Reimbursement Main Menu will then be displayed with a Participant Registration Questions link (see Figure 2 below).

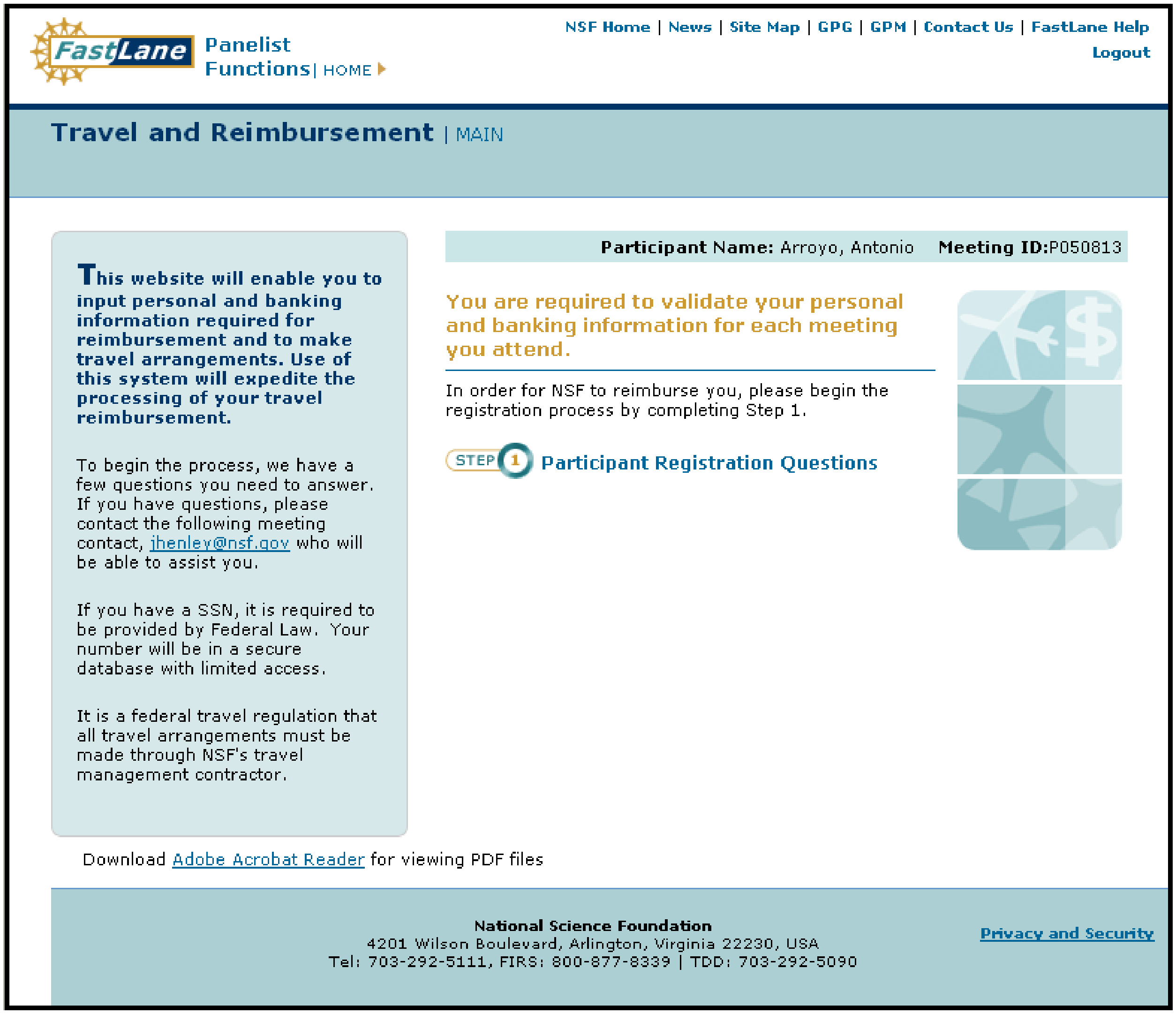


Figure 2 - FastLane Travel and Reimbursement Main Menu

NOTE: The first time you access the Travel and Reimbursement Module, the Participant Registration Questions will be the only link available. If you have previously completed the Participant Registration Questions for this particular meeting, additional links will be displayed on this screen (see each section for detailed information about the possible links).

3. Click the "Participant Registration Questions" link.
4. The Participant Registration Questions page will be displayed with the 8 registration questions (see Figure 3 below).

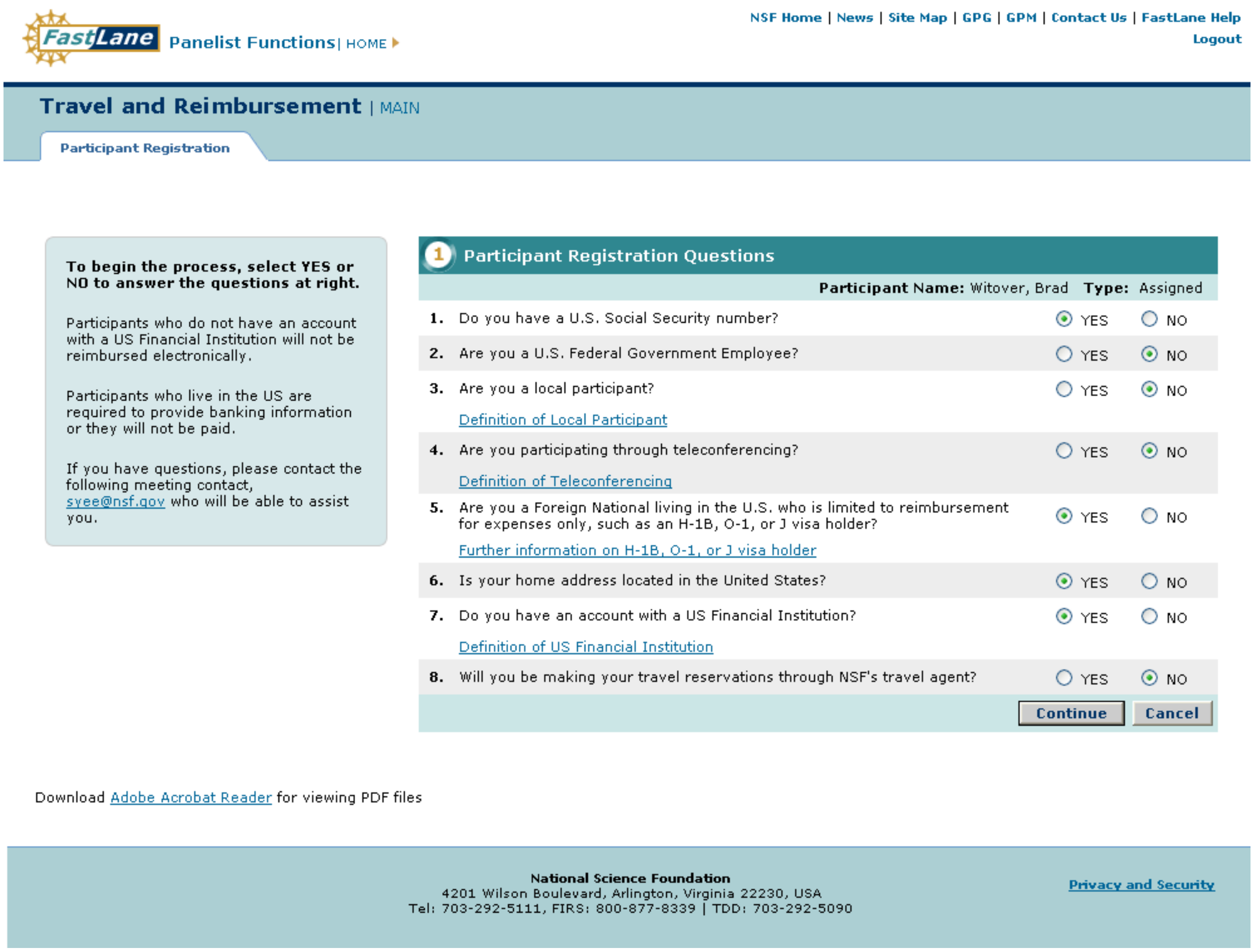


Figure 3 - Participant Registration Questions

The following questions are displayed on the page:

1. Do you have a US Social Security Number?
2. Are you a US Federal Government Employee?
3. Are you a local participant?
4. Are you participating through teleconferencing?
5. Are you a Foreign National living in the U.S. who is limited to reimbursement for expenses only, such as an H-1B, O-1, or J visa holder?
6. Is your home address in the United States?
7. Do you have an account with a U.S. Financial Institution?
8. Will you be making your travel reservations through NSF's travel agent?

NOTE: The words underlined above (Definition of Local Participant, Definition of Teleconferencing, Further information on H-1B, O-1, or J visa holder and Definition of U.S. Financial

Institution) are hyperlinks that will display their definition when clicked.

Each question is displayed with a "Yes" and "No" radio button beside it.

5. For each question, select the appropriate answer by selecting the "Yes" or "No" radio button.

   It is very important that you enter accurate responses to each question, as these answers will be used to determine your Participant Type.

   NOTE: Once your reimbursement information is submitted to NSF and has begun the NSF Review and Approval process, the Participant Registration Questions will be locked and will not be able to be modified.

6. Once you have answered all of the Participant Registration Questions, click the **Continue** button.

   At this time, the Travel and Reimbursement Module will:

   a) Validate that you have answered all questions

   b) Verify your combinations of answers

   c) Save your responses

   d) If you selected Type 4 or 5, the Travel and Reimbursement Module will send an email to the meeting creator and any other assigned personnel informing them that action may need to be made in FedTraveler for your reimbursement

   If any of the validation and verifications above fails, an error message will be displayed at the top of the screen. The error message will inform you of the exact error and how you can resolve the error.

   NOTE: Your responses will not be saved until you have clicked the **Continue** button and your answers pass all validations/verifications.

   NOTE: If you have not registered by seven calendar days prior to the meeting start date, an email will be sent to the meeting creator and any other assigned personnel indicating as such.

7. Once your responses have been validated/verified, you have successfully completed the Participant Registration Questions. Your responses will be saved and your meeting and travel day rates will be assigned appropriately.

At this point, you will be taken to one of the following pages depending on your response to Registration Question #1 (Do You Have a US Social Security Number?):

a) If you answered "Yes", you will be taken to the Social Security Verification screen

b) If you answered "No", you will be taken to the Personal Banking/Contact Information screen

NOTE: Please see the Personal Banking/Contact Information section below for detailed information on these pages.

Manage Personal Banking/Contact Information

In addition to the Participant Registration Questions, each time that a meeting participant enters the FastLane Travel and Reimbursement Module for a new meeting, they will be required to submit their Personal Banking/Contact Information. Upon successfully answering all of the Participant Registration Questions, the meeting participant will be able to begin entering their Personal Banking/Contact Information.

First-Time Access to Personal Banking/Contact Information

If you have not verified your banking and contact information (Step 2), you will be taken directly to the appropriate Personal Banking/Contact Information screen after successfully completing the Participant Registration Questions. Depending on your answer to Participant Registration Question #1 (Do You Have a US Social Security Number?), you will be taken to one of the following two pages:

- Answered "Yes" to Question #1: You will be taken to the Social Security Number Verification Screen. Please see the Social Security Number Verification section below for detailed information.
- Answered "No" to Question #1: You will be taken directly to the appropriate Personal Banking/Contact Information page. Please continue to the Submitting Your Personal Banking/Contact Information section below.

Previous Access to Personal Banking/Contact Information

If you have previously answered all Participant Registration Questions and submitted your Personal Banking/Contact Information, you can access the Personal Banking/Contact Information module again by:

1. After logging into the FastLane Panelist Functions module, click on the "Travel and Reimbursement" link from the Panelist Functions Main Menu.

2. The Travel and Reimbursement Main Menu will be displayed with the appropriate links (See Figure 4 below).

Figure 4 - FastLane Travel and Reimbursement Main Menu

3. Click the "Personal Banking/Contact Information" link.

   If you have previously answered Participant Registration Question #1 (Do You Have a US Social Security Number?) as "Yes", you will first be required to verify your Social Security Number. Please see the Social Security Number Verification section below for more detailed information.

   If you have previously answered Participant Registration Question #1 (Do You Have a US Social Security Number?) as "No", you will be taken directly to the appropriate Personal Banking/Contact Information page. Please see the Submitting Your Personal Banking/Contact Information section below for more detailed information.

Social Security Number Verification

If you have previously identified yourself as having a US Social Security Number, you will be required to verify your Social Security Number each time you wish to access your Personal Banking/Contact Information. Any time that you click on the Personal Banking/Contact Information link from the FastLane Travel and Reimbursement Main Menu, you will taken to the Social Security Number Verification page (See Figure 5 below).

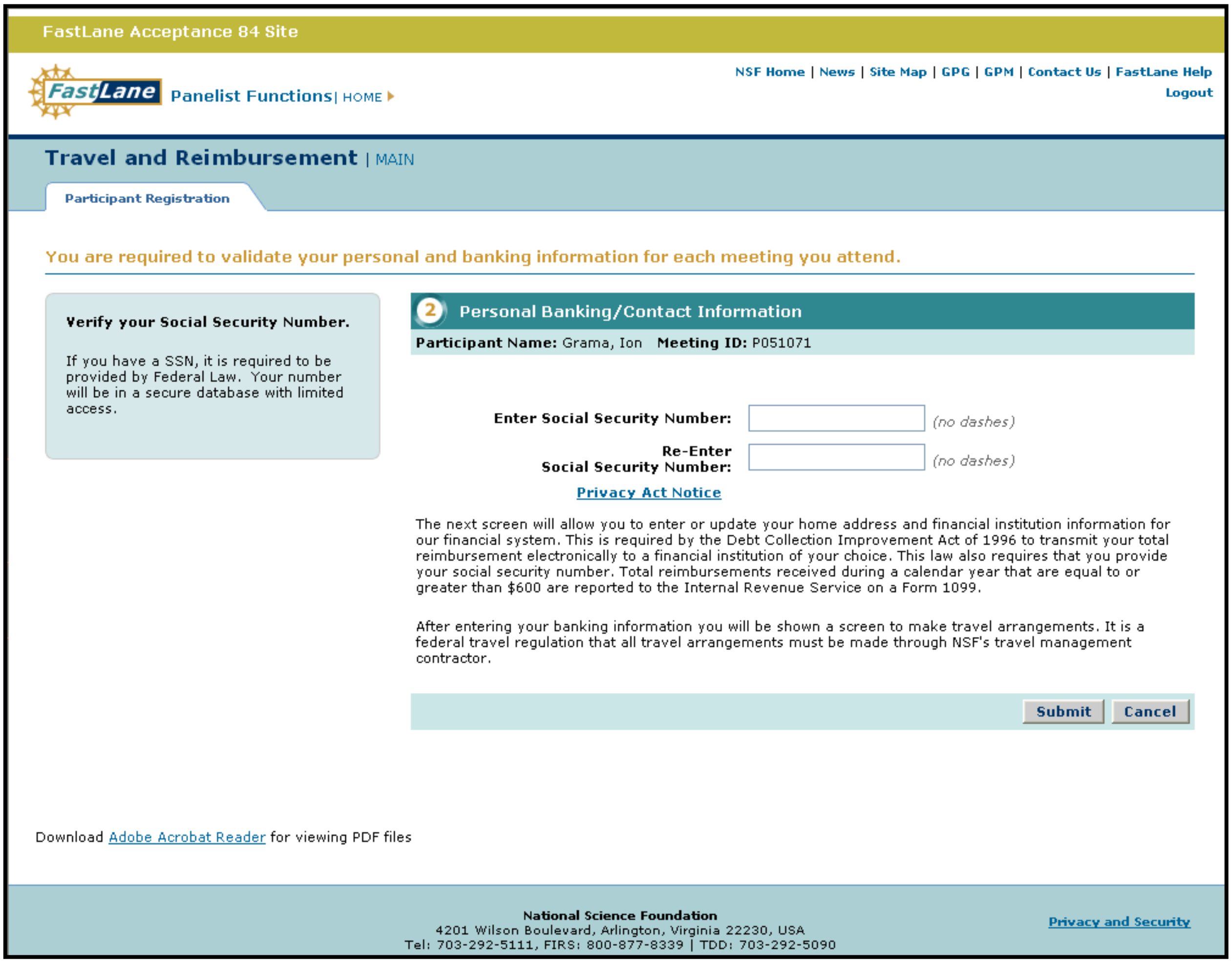


Figure 5 - Social Security Number Verification Screen

NOTE: You will need to verify your Social Security Number anytime you wish to access the Personal Banking/Contact Information Module.

In order to verify your Social Security Number, please complete the following steps:

1. Enter your Social Security Number into the "Social Security Number" text box. Make sure not to include dashes in your Social Security Number.

2. Enter your Social Security Number again into the "Re-enter Social Security Number" text box.
3. Click the **Continue** button.

   The FLTR Module will then verify that your Social Security Numbers entered:

   - Match each other
   - Match the SSN associated to your record saved at NSF. If NSF does not have an existing record of your SSN, the application will save the SSN that you have entered.

   If any of the above verifications fail, an error message will be displayed. The error message will inform you of the error and how you can correct the error.

4. If your Social Security Numbers are successfully verified, you will be taken directly to the appropriate Personal Banking/Contact Information page.

   Please see the Submitting Your Personal Banking/Contact Information section below for more detailed information.

Submitting Your Personal Banking/Contact Information

The Personal Banking/Contact Information screen is customized depending on your answers to the Participant Registration Questions. The following lists the different screens that are possible:

- (1) United States Address with US Financial Institution information (see Figure 6 below)
- (2) Foreign Address without US Financial Institution information (see Figure 7 below)
- (3) Foreign Address with US Financial Institution Information (see Figure 8 below)

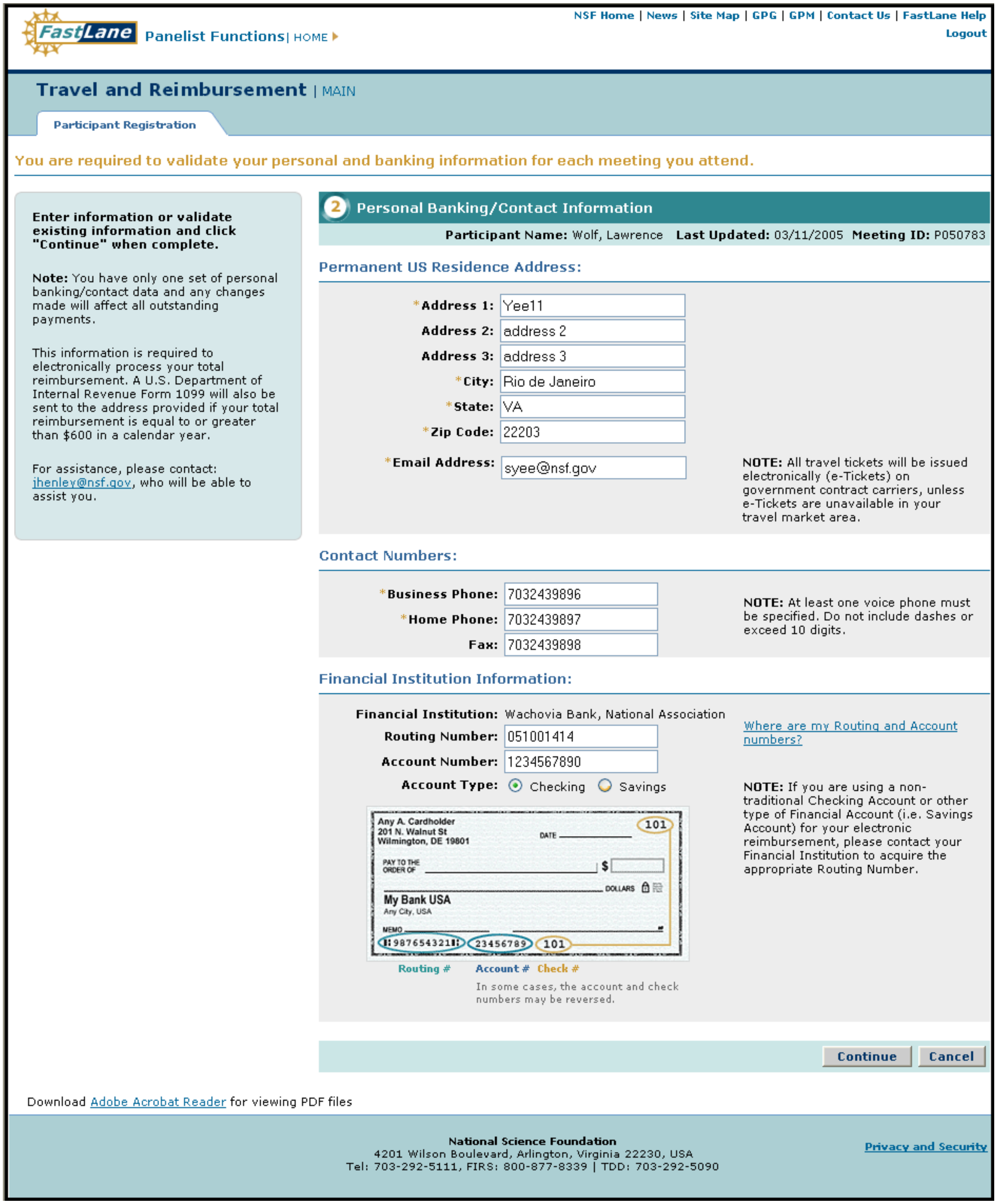
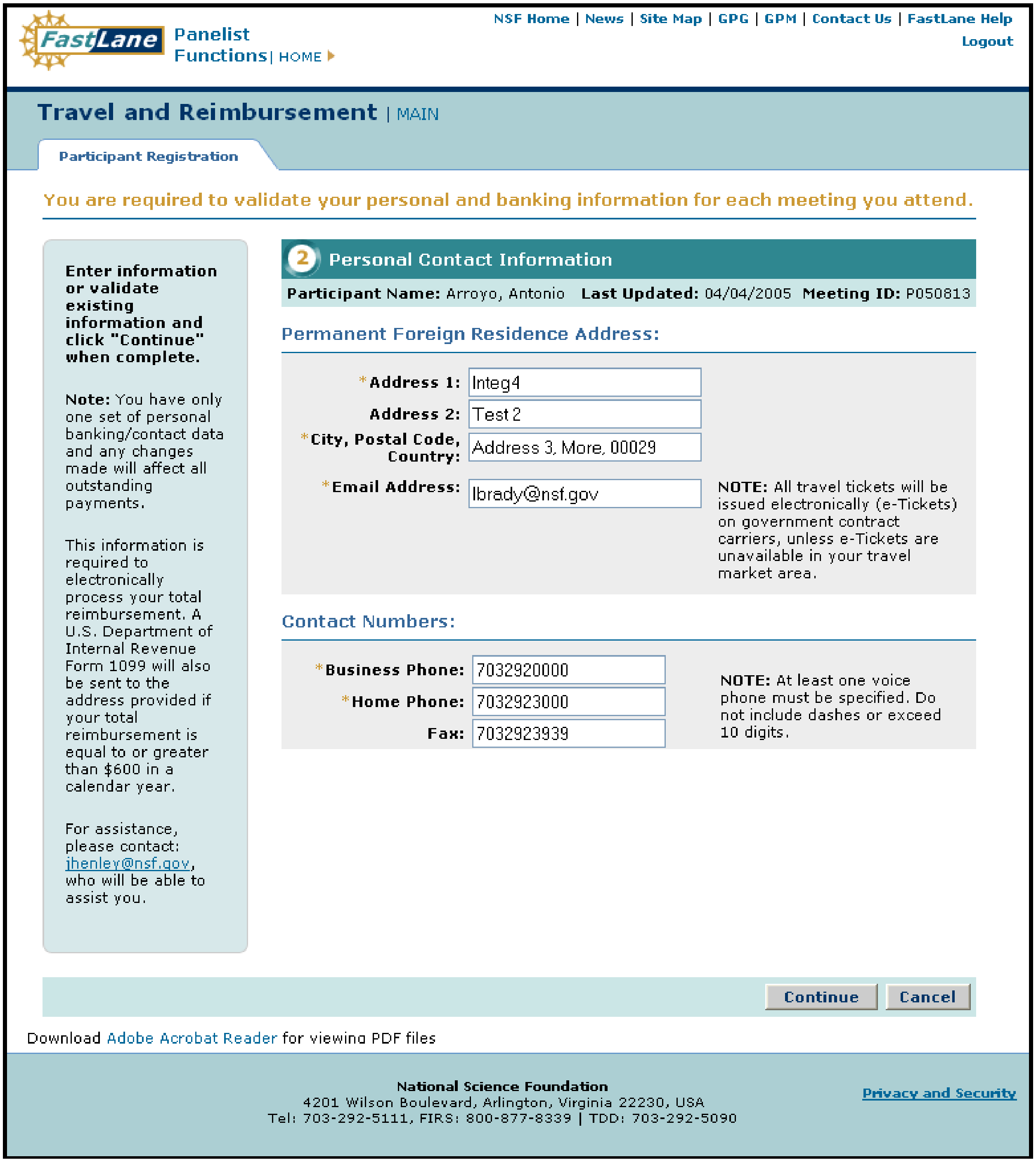


Figure 6 - US Address with US Financial Institution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Participant Registration

You are required to validate your personal and banking information for each meeting you attend.

Enter information or validate existing information and click "Continue" when complete.

Note: You have only one set of personal banking/contact data and any changes made will affect all outstanding payments.

This information is required to electronically process your total reimbursement. A U.S. Department of Internal Revenue Form 1099 will also be sent to the address provided if your total reimbursement is equal to or greater than $600 in a calendar year.

For assistance, please contact: jhenley@nsf.gov, who will be able to assist you.

2 Personal Contact Information

Participant Name: Arroyo, Antonio **Last Updated:** 04/04/2005 **Meeting ID:** P050813

Permanent Foreign Residence Address:

*Address 1: Integ4
Address 2: Test 2
*City, Postal Code, Country: Address 3, More, 00029
*Email Address: lbrady@nsf.gov

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: 7032920000
*Home Phone: 7032923000
Fax: 7032923939

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Continue Cancel

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Figure 7 - Foreign Address without US Financial Institution

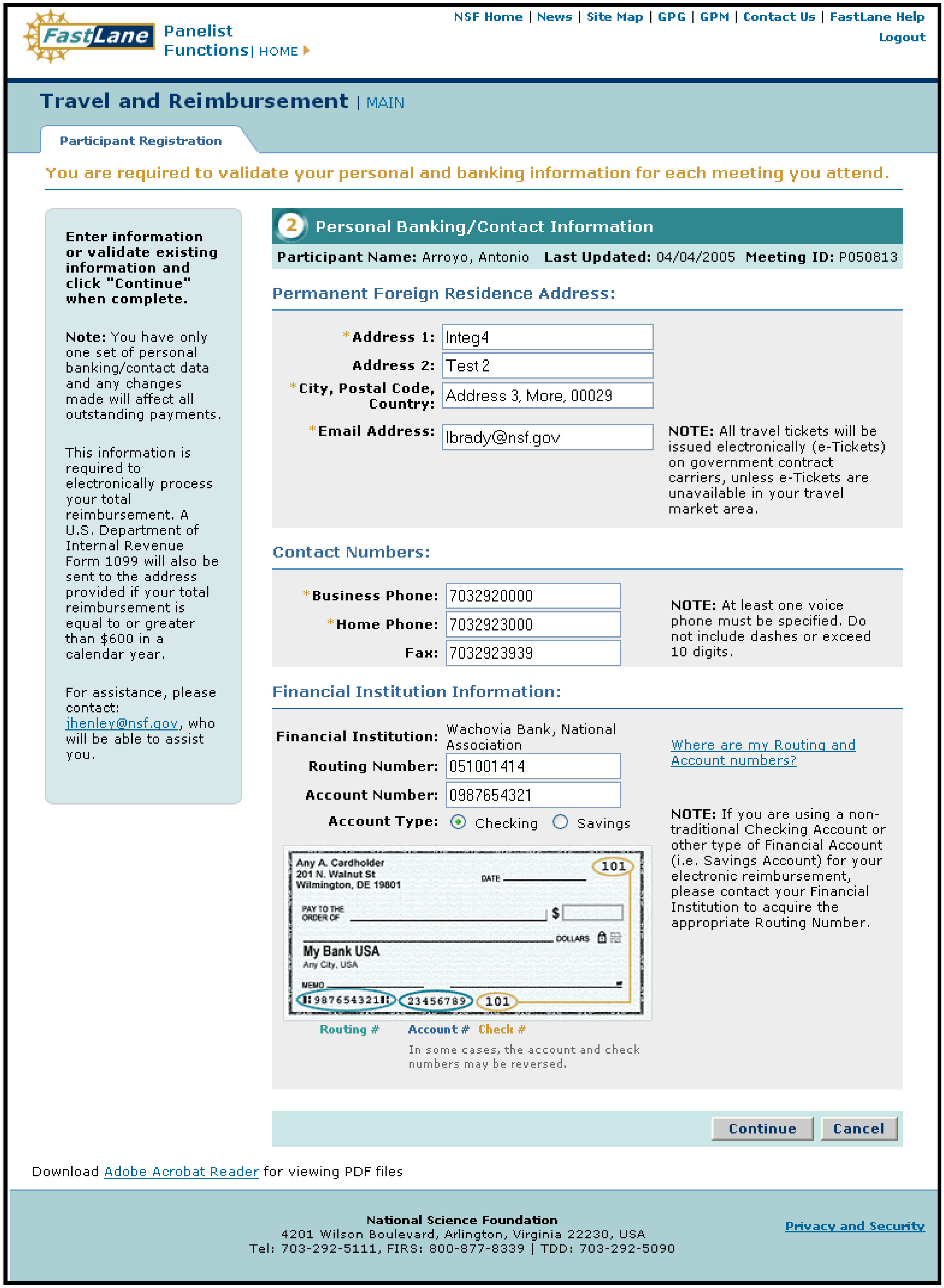


Figure 8 - Foreign Address with US Financial Institution

NOTE: This screen contains a large amount of information making it necessary to scroll using the Browser Scroll Bars to access all of the information.

In order to successfully enter and submit your Personal Banking/Contact Information, please complete the following steps:

1. Enter your information into the appropriate text boxes.

   The table below provides a description of each text field and which screens that text field will be displayed.

Table 1 - Personal Banking/Contact Information Data Fields

Value	Description	Available on Screen Type #
Address 1 (Required)	This value is the First Line of the street address.	1, 2, 3
Address 2	This is the Second Line of the street address (if necessary).	1, 2, 3
Address 3	This is the third line of the street address (if necessary).	1
City (Required)	The City of the participants address.	1
State (Required)	The State of the participants address.	1
Zip Code (Required)	The Zip Code of the participants address. This value can only be 5 or 9 digits long.	1
City, Postal Code, Country (Required)	This value lists the City, Postal Code and Country for Foreign Addresses.	2, 3
Email Address (Required)	The Email Address of the participant.	1, 2, 3
Business Voice Phone Number (At least one voice phone number is required)	The Business Phone Number of the participant.	1, 2, 3

Home Voice Phone Number (At least one voice phone number is required)	The Home Phone Number of the participant.	1, 2, 3
Fax Number	The Fax Number of the participant.	1, 2, 3
Financial Institution Name (Read-Only)	This value displays the Financial Institution Name associated with your Routing and Account Number. This value is Read-Only and will be automatically populated.	1, 3
Routing Number (Required)	The Routing Number of the participants Financial Account.	1, 3
Account Number (Required)	The Account Number of the participants Financial Account.	1, 3
Account Type (Required)	The specific Account Type of the Financial Account (Checking or Savings).	1, 3

2. Click the **Submit** button at the bottom of the page.
3. The FLTR Module will verify that all required information has been entered.

   If any required information is not supplied, an error message will be displayed informing the participant which data field needs to be provided.

   The FLTR Module will also validate the Financial Institution information that was entered (if required). Upon validation, a Confirmation Screen will be displayed (See Figure 9 below).

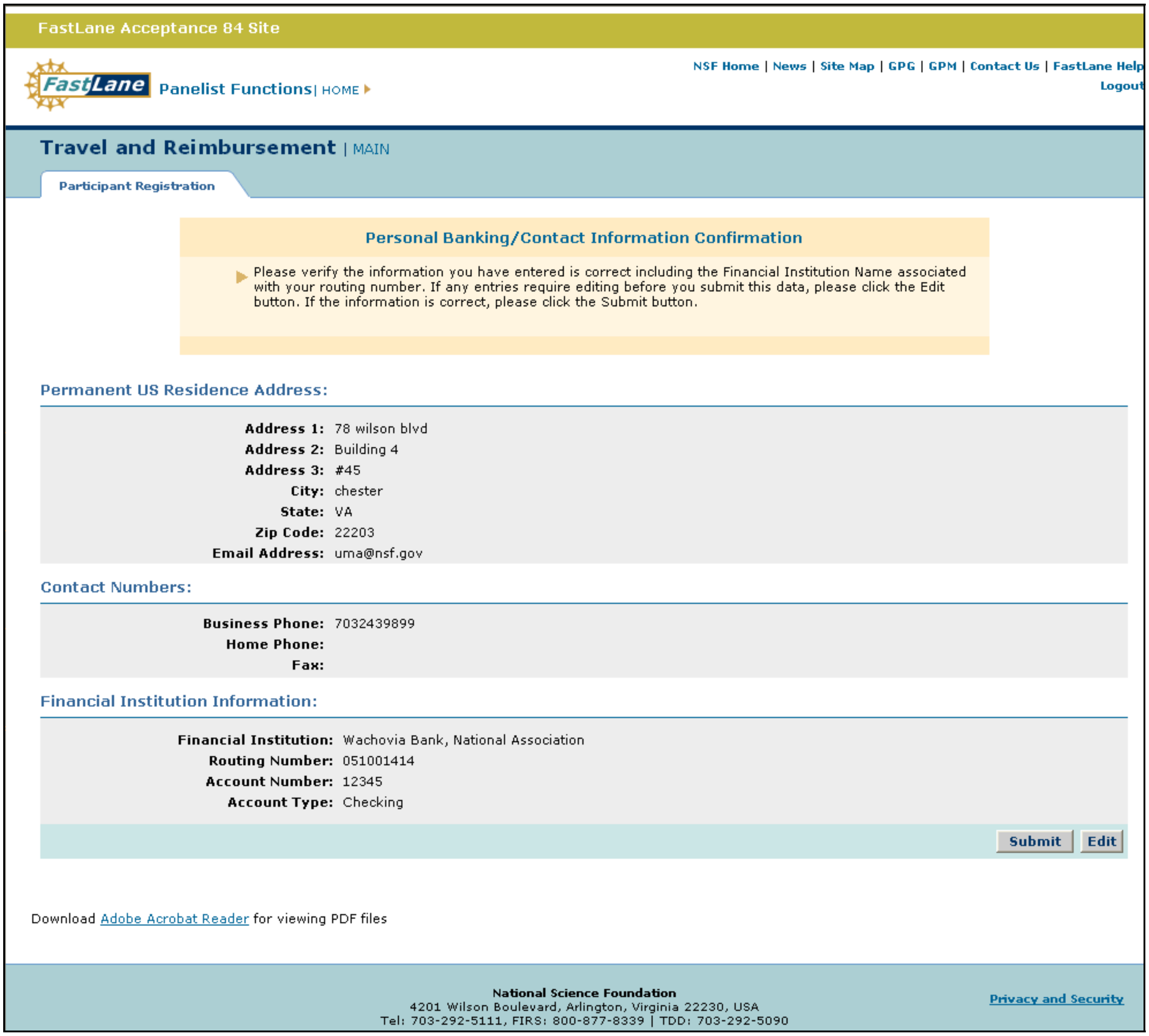


Figure 9 - Personal Banking/Contact Information Confirmation Screen

On the Confirmation Screen, the Financial Institution Name field will now be populated with the name of your Financial Institution Name (obtained via your Account Number and Routing Number).

NOTE: Please make sure that the Financial Institution Name that displays on this page is correct.

If the Financial Institution Name is not correct, please click the **Edit** button to return to the Personal Banking/Contact Information screen where you can re-enter your Financial Institution Information. If you have entered all Financial Institution Information correctly, please contact the FastLane Help Desk for assistance.

If the Financial Institution Name displayed on the "Are You Sure" screen is correct, click the **Submit** button.

4. The FLTR Module will save your Personal Banking/Contact Information.

   A Confirmation Screen will be displayed (See Figure 10 below) indicating that your Personal Banking/Contact Information has been successfully saved.

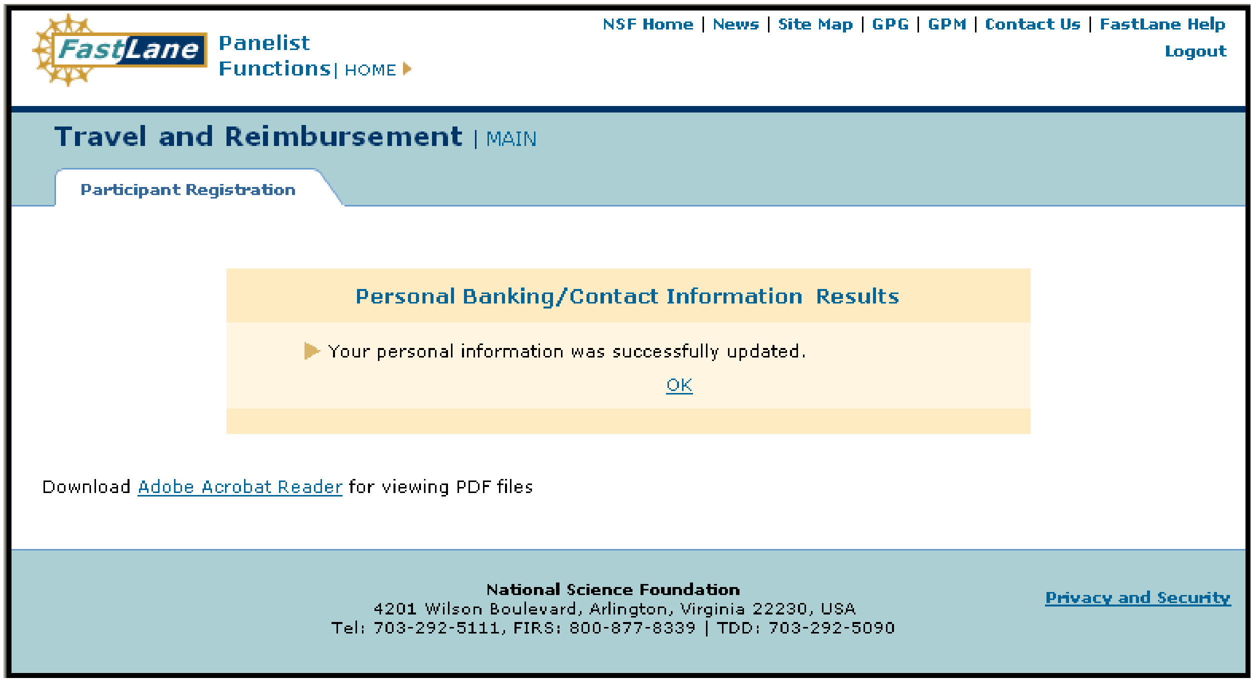


Figure 10 - Personal Banking/Contact Information Results

5. Click the **OK** button.

   The FastLane Travel and Reimbursement Main Menu page will be displayed (See Figure 11 below). At this point, any additional links available will be displayed. Please see the "Submit Expenses" or "Make Travel Arrangements" section for more detailed information on those functions.

   NOTE: You will not see a "Submit Expenses" link if you selected "Yes" for the eighth registration question asking, "Will you be making travel arrangements through NSF's travel agent?" as you will not be eligible to submit expenses.

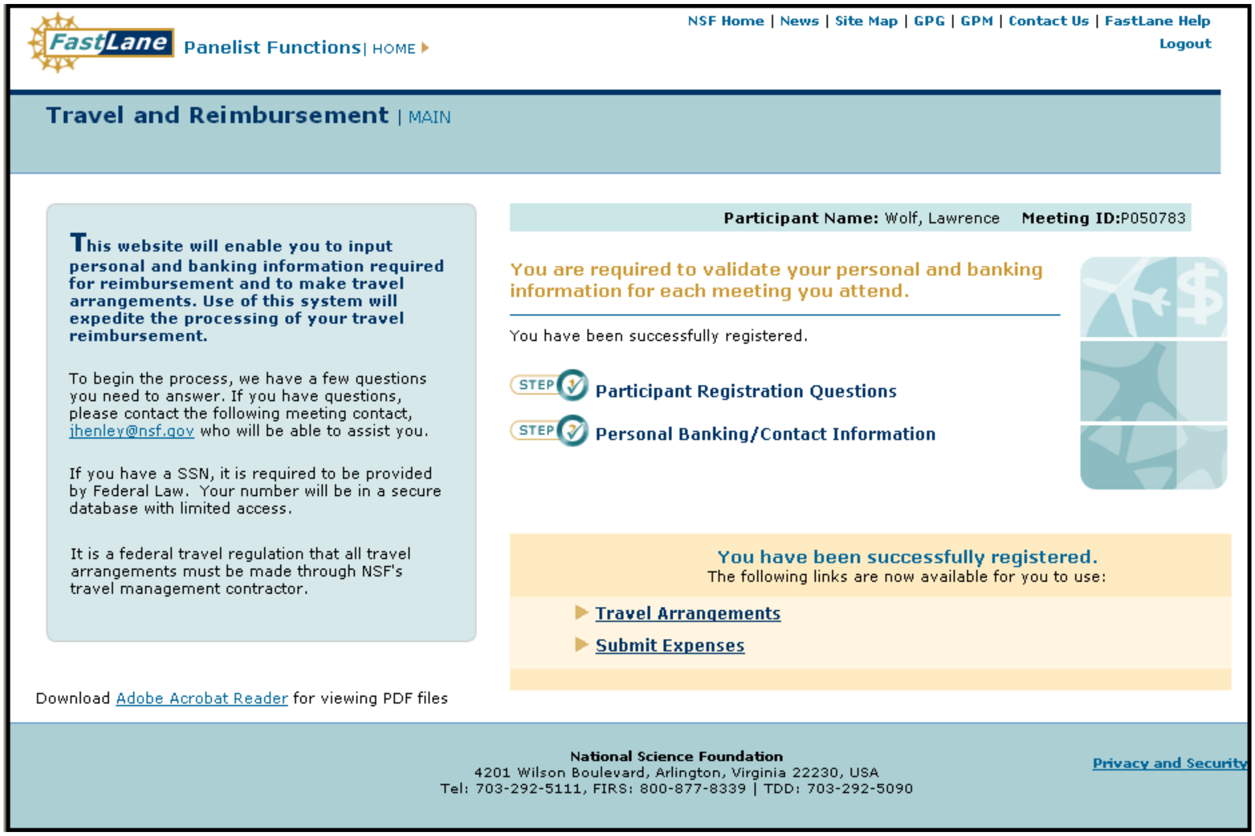


Figure 11 - FastLane Travel and Reimbursement Main Menu

Make Travel Arrangements

The Travel Arrangements Module allows meeting participants the ability to make their travel plans for their specific meeting. In order to access the Make Travel Arrangements Module, a meeting participant must have completed all Participant Registration Questions (Step 1) and submitted their Personal Banking/Contact Information (Step 2). In addition, the meeting start date must not have occurred yet.

All meeting participants, except those that are local participants or participating through teleconferencing, will be able to use the Travel Arrangements Module.

There are two different methods that a meeting participant can follow to make their travel arrangements for the meeting. They are:

- **On-Line Reservation Form (Transportation Only):** This form is sent via email to the Travel Management Contractor.
- **Call NSF's Travel Management Contractor (Transportation and Lodging):** Provides contact information for NSF's Travel Management Contractor.

Access the Travel Arrangements Module

You can access the Travel Arrangements Module by following the steps below:

1. From the Panelist Functions Main Menu, click the "Travel and Reimbursement" link.

   The Travel and Reimbursement Main Menu will be displayed.

   If you have previously answered the Participant Registration Questions and submitted your Personal Banking/Contact Information, the "Travel Arrangements" link will be displayed.

   If you have not previously answered the Participant Registration Questions and/or submitted your Personal Banking/Contact Information, you have to complete those functions prior to accessing the Travel Arrangements Module. Please see the sections above for detailed information on those Modules.

2. Click the "Travel Arrangements" link from the Main Menu.

   The Travel Arrangements page will be displayed (See Figure 12 below).

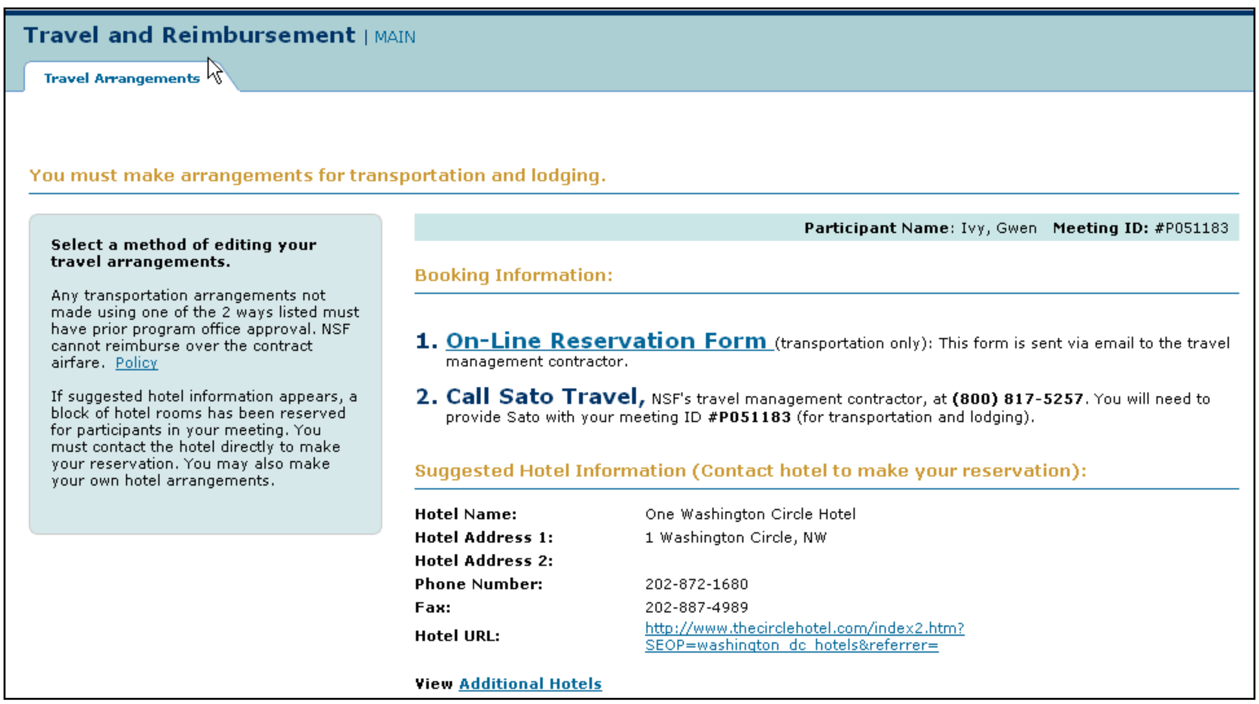


Figure 12 - Travel Arrangements Page

The Travel Arrangement page is displayed with the Meeting ID and Meeting Participant name shown in the header. The remainder of the page is separated into two main sections. They are:

- Booking Information: This section displays the three methods for making travel arrangements (described briefly above and in more detail below).
- Suggested Hotel Information: This section provides the meeting participant with the suggested Hotel information. This information has been established by the meeting creator. If suggested hotel information is displayed, a block of rooms has been reserved for meeting participants. You must contact the hotel directly to make your reservations.
- To view other hotels in the area, follow the steps below:
    1. Click the view "Additional Hotels" link to access the below page with the dropdown list of metro areas (see Figure 13 below).

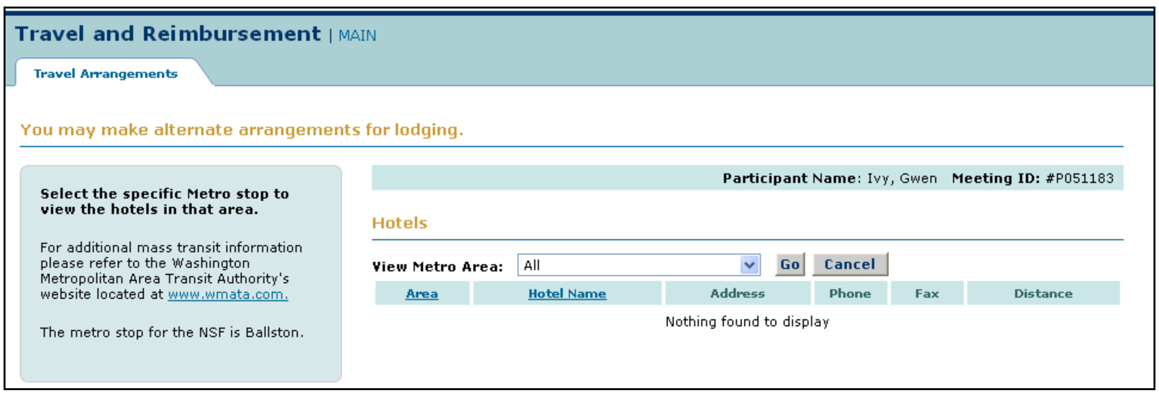


Figure 13 - Travel Arrangements Page

2. Select a metro area from the dropdown list and click on the "Go" button to view a list of hotels for that area (see Figure 14). You may also view the entire hotel list instead of hotels by metro station by selecting "All" from the dropdown list.

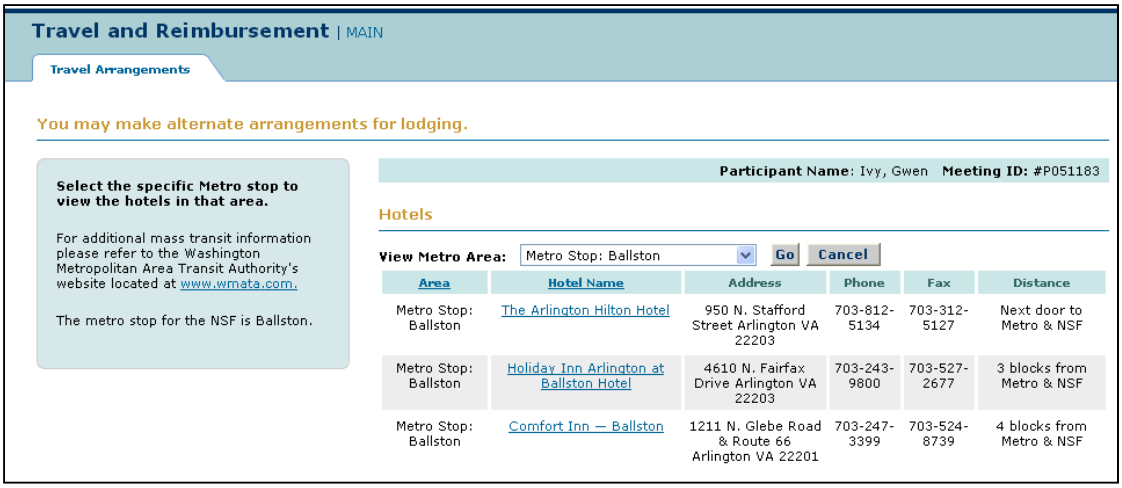


Figure 14 - Travel Arrangements Page

In the returned list, you may click on the hotel name and a new browser window will open with the hotel's website.

Users may sort on the Area and Hotel Name columns by alphabetical order.

Clicking the "Cancel" button will take you back to the main Travel Arrangements Screen.

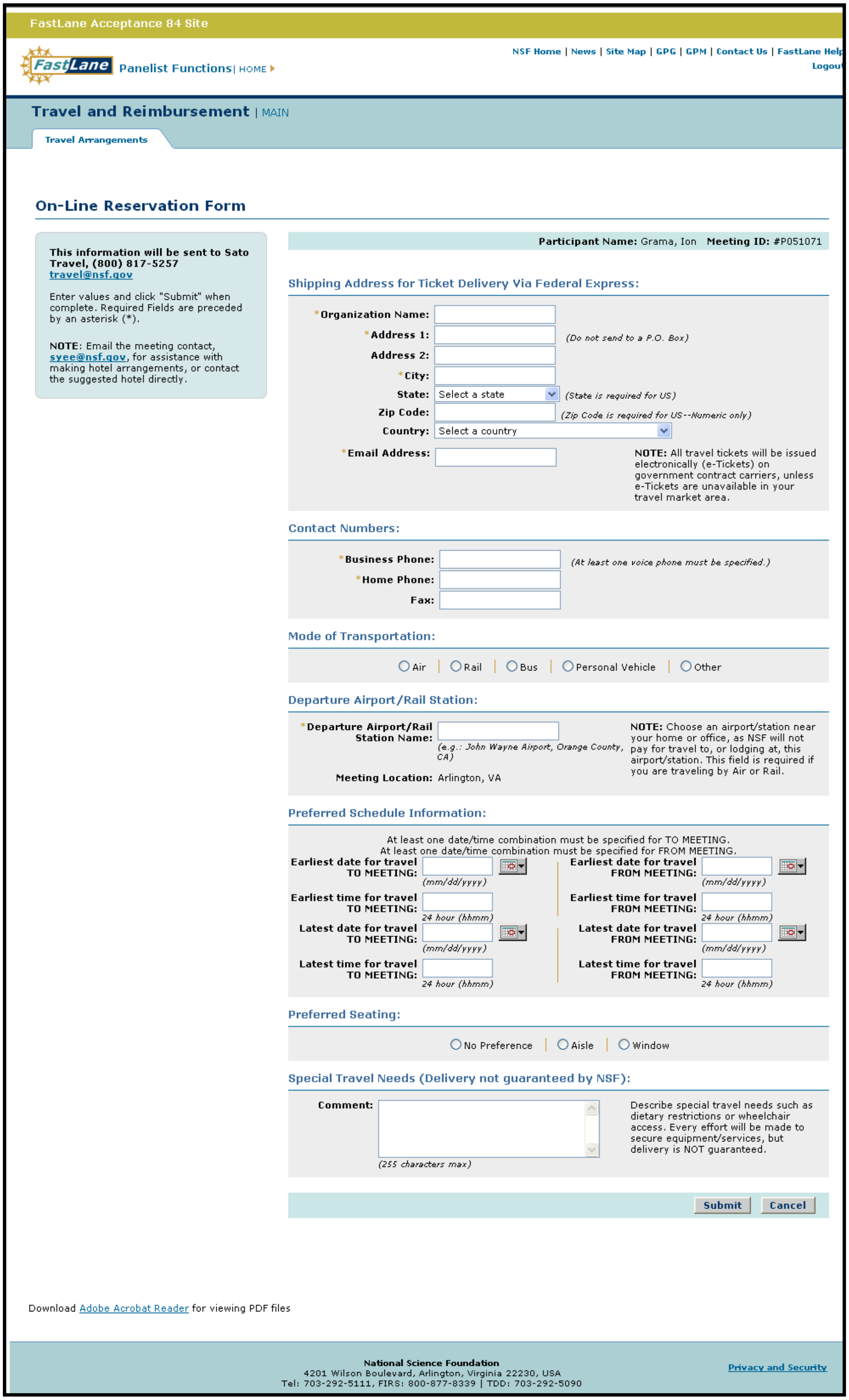
On-Line Reservation Form

The second method for making travel arrangements is to complete the On-Line Reservation Form. This form, once submitted, will be sent to the NSF Travel Management Contractor. The On-Line Reservation Form can only be used to make transportation arrangements. If you wish to make lodging arrangements as well, you will need to contact the NSF Travel Management Contractor (See section below).

To access and complete the On-Line Reservation Form, please complete the following steps:

1. Click the "On-Line Reservation Form" link from the Travel Arrangements Main Menu.

   The On-Line Reservation Form will be displayed (See Figure 15 below).



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Travel Arrangements

On-Line Reservation Form

This information will be sent to Sato Travel, (800) 817-5257
travel@nsf.gov

Enter values and click "Submit" when complete. Required Fields are preceded by an asterisk (*).

NOTE: Email the meeting contact, syee@nsf.gov, for assistance with making hotel arrangements, or contact the suggested hotel directly.

Participant Name: Grama, Ion **Meeting ID:** #P051071

Shipping Address for Ticket Delivery Via Federal Express:

*Organization Name:
*Address 1: *(Do not send to a P.O. Box)*
Address 2:
*City:
State: Select a state *(State is required for US)*
Zip Code: *(Zip Code is required for US--Numeric only)*
Country: Select a country
*Email Address:

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: *(At least one voice phone must be specified.)*
*Home Phone:
Fax:

Mode of Transportation:

Air | Rail | Bus | Personal Vehicle | Other

Departure Airport/Rail Station:

*Departure Airport/Rail Station Name: *(e.g.: John Wayne Airport, Orange County, CA)*
Meeting Location: Arlington, VA

NOTE: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station. This field is required if you are traveling by Air or Rail.

Preferred Schedule Information:

At least one date/time combination must be specified for TO MEETING.
At least one date/time combination must be specified for FROM MEETING.

Earliest date for travel TO MEETING: *(mm/dd/yyyy)*
Earliest time for travel TO MEETING: *24 hour (hhmm)*
Latest date for travel TO MEETING: *(mm/dd/yyyy)*
Latest time for travel TO MEETING: *24 hour (hhmm)*

Earliest date for travel FROM MEETING: *(mm/dd/yyyy)*
Earliest time for travel FROM MEETING: *24 hour (hhmm)*
Latest date for travel FROM MEETING: *(mm/dd/yyyy)*
Latest time for travel FROM MEETING: *24 hour (hhmm)*

Preferred Seating:

No Preference | Aisle | Window

Special Travel Needs (Delivery not guaranteed by NSF):

Comment: *(255 characters max)*

Describe special travel needs such as dietary restrictions or wheelchair access. Every effort will be made to secure equipment/services, but delivery is NOT guaranteed.

Submit Cancel

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Figure 15 - Online Reservation Form

NOTE: The On-Line Reservation Form contains a large amount of information, making it necessary to scroll using the browser scroll bar to see the entire page.

The following table provides a brief description of each field on the On-Line Reservation Form. Those that are required are also noted in the table.

Table 2 - Online Reservation Form Data Fields

Field	Description
Organization Name	The Name of the Organization (also known as Institution) the participant is affiliated with.
Address (Line 1) (Required)	The first line of the participant's street address.
Address (Line 2)	The second line of the participants street address (if necessary)
City (Required)	The City of the participant's current address.
State (Required if user resides in US)	The State of the participant's current address.
Zip Code (Required if user resides in US)	The Zip Code of the participant's current address.
Country	The Country the participant is currently located in.
Email Address (Required)	The Email Address that the participant can be contacted at.
Business Voice Phone Number (At least one voice number is required)	The Business Phone Number that the participant can be contacted at.
Home Voice Phone Number (At least one voice phone number is required)	The Home Phone Number that the participant can be contacted at.
Fax Number	The Fax Number the participant can be contacted at.

Mode of Transportation	The specific Mode of Transportation the participant wishes to use. Values are: • Air • Rail • Bus • Personal Vehicle • Other
Departure Airport/Rail Station Name (Required if user selected Air or Rail as Mode of Transportation)	The departing Airport or Rail Station the participant would like to leave from. This value should be close to the participant's home, as the NSF will not pay for travel to, lodging at, the airport/station.
Meeting Location	This is the actual Meeting Location. This value is Read-Only.
Earliest Date for Traveling TO MEETING *At least one date/time combination must be specified for TO MEETING.	The Earliest Date that the participant is willing to leave to travel TO the meeting.
Earliest Time for Traveling TO MEETING *At least one date/time combination must be specified for TO MEETING.	The Earliest Time that the participant is willing to leave to travel TO the meeting.

Latest Date for Travel TO MEETING *At least one date/time combination must be specified for TO MEETING.	The Latest Date that the participant is willing to leave to travel TO the meeting.
Latest Time for Travel TO MEETING *At least one date/time combination must be specified for TO MEETING.	The Latest Time that the participant is willing to leave to travel TO the meeting.
Earliest Date for Travel FROM MEETING *At least one date/time combination must be specified for FROM MEETING.	The Earliest Date that the participant is willing to leave to travel FROM the meeting.
Earliest Time for Travel FROM MEETING *At least one date/time combination must be specified for FROM MEETING.	The Earliest Time that the participant is willing to leave to travel FROM the meeting.
Latest Date or Travel FROM MEETING *At least one date/time combination must be specified for FROM MEETING.	The Latest Date that the participant is willing to leave to travel FROM the meeting.

Latest Time for Travel FROM MEETING *At least one date/time combination must be specified for FROM MEETING.	The Latest Time that the participant is willing to leave to travel FROM the meeting.
Preferred Seating	The participant's preference for seating for their selected mode of transportation. Values include: • No Preference • Aisle • Window
Special Travel Needs Comment	A description of any special travel needs the participant may have. These special needs could include dietary restrictions or wheelchair access. The NSF will make every effort to ensure requested equipment/services, but makes NO delivery guarantee.

2. After successfully completing the On-Line Reservation Form with all of your necessary information, click the **Submit** button.

   The FLTR Module will validate that you have entered all required information into the On-Line Reservation Form.

   If any of the required information has not been entered, an error message will be displayed on the top of the page. The error message will indicate which information was not entered correctly.

   Upon verification, all of your entered information will be saved. The entered information will then be sent, via email, to the NSF Travel Management Contractor and a copy will be sent to the meeting contact and to the email addresses in the system that are affiliated with the meeting's managing organization code.

The Travel and Reimbursement Main Menu will be displayed again. Any other Travel and Reimbursement actions can be completed at this time.

Call NSF's Travel Management Contractor

The third method for making travel arrangements is to call the NSF Travel Management contractor. The NSF Travel Management contractor is responsible for handling all of the Foundation's travel arrangements. If you wish to make your transportation and lodging arrangements at the same time, you can do so by calling the NSF Travel Management Contractor.

NOTE: Since the Travel Management Company is a contractor to the NSF, the actual Name and Phone Numbers for contacting them may change from time to time. The Travel Arrangements Main Menu page will always display the current Travel Management Contractor and their contact information.

To make your travel arrangements via the NSF Travel Management Contractor, you will need to call them at the number listed on the Travel Arrangements Main Menu (See Figure 12 above). You will need to provide them with your Meeting ID number.

Submit Expenses

The Submit Expenses Module of the FLTR allows meeting participants the ability to enter their personal expenses and submit them to NSF for approval. Meeting participants that qualify for flat-rate travel and that did not use NSF's travel agent to make their travel arrangements are the only participants that are authorized to submit expenses.

In order to access the Submit Expenses Module, a meeting participant has to have successfully answered all Participant Registration Questions as well as have successfully submitted their Personal Banking/Contact Information

Meeting participants are limited to submitting the following types of expenses:

- Personally Owned Vehicle (POV) mileage
- Transportation Tolls
- Transportation Tickets

Access the Submit Expenses Module

You can access the Submit Expenses Module by following the steps below:

1. From the Panelist Functions Main Menu, click the "Travel and Reimbursement" link.

   The Travel and Reimbursement Main Menu will be displayed.

   If you have previously answered the Participant Registration Questions, selected "No" to the eighth question, "Will you be making your travel reservations through NSF's travel agent?" and submitted your Personal Banking/Contact Information, the "Submit Expenses" link will be displayed.

   If you have not previously answered the Participant Registration Questions and/or submitted your Personal Banking/Contact Information, you have to complete those functions prior to accessing the Submit Expenses Module. Please see the sections above for detailed information on those Modules.

2. Click the "Submit Expenses" link from the Main Menu.

   The Submit Expenses Main Menu will be displayed (See Figure 16 below).

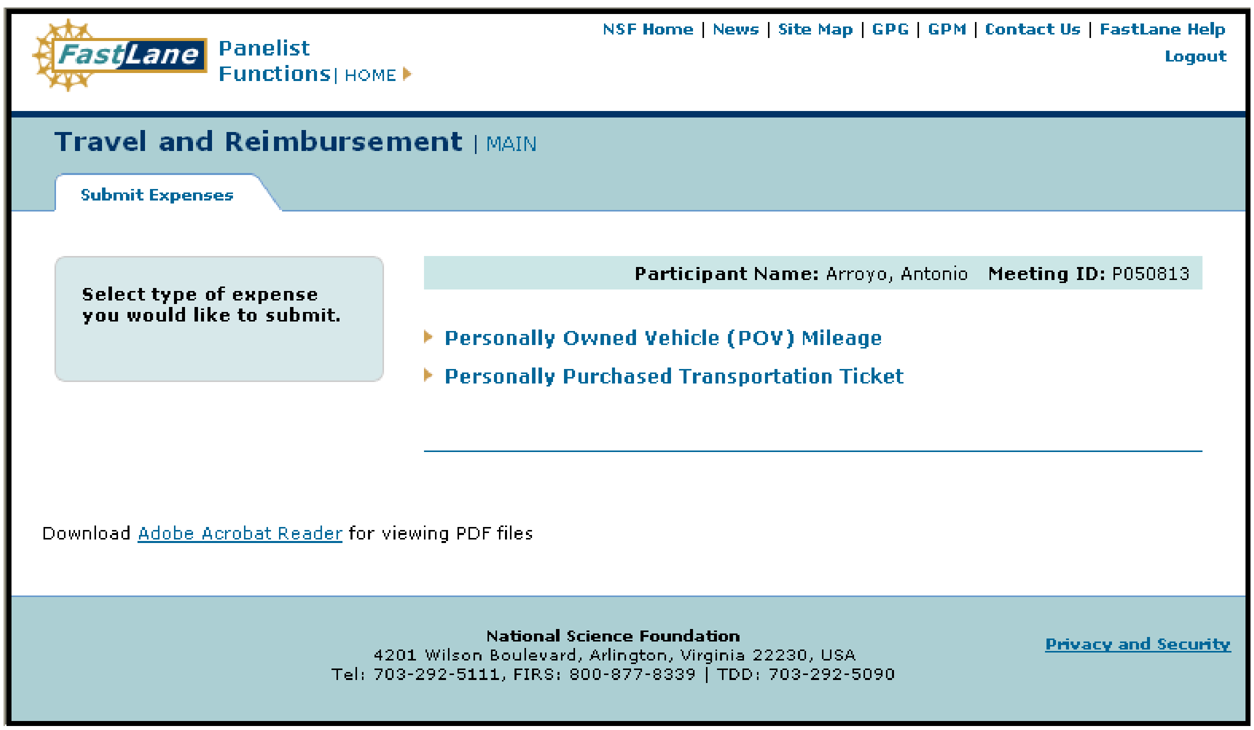

Figure 16- Submit Expenses Main Menu

The Submit Expenses Main Menu has two links displayed. They are

- Personally Owned Vehicle (POV) Mileage: This link will take the participant to the POV Mileage page where they can enter and submit POV Mileage and Transportation Toll expenses.

- Transportation Ticket: This link will take the participant to the Transportation Ticket page where they can enter and submit Transportation Ticket expenses.

Personally Owned Vehicle (POV) Mileage

Personally Owned Vehicle (POV) mileage expenses will be reimbursed for any meeting participant that used their own automobile, motorcycle, or airplane to get to/from the meeting. The participant must select the POV mileage type from the drop down menu. POV mileage is reimbursed on a fixed rate per mile. When entering POV Mileage, the total round-trip miles should be estimated.

In addition to the POV Mileage expenses that are entered on the POV Mileage page, the Transportation Tolls expenses can also be entered. In order to submit a Transportation Toll expense, the sum of all POV Mileage expenses submitted for this specific meeting (including Additional Expenses) must be 1 or greater. If no POV Mileage is being submitted, the application will not allow the participant to enter Transportation Tolls.

To enter your POV Mileage and Transportation Tolls expenses, complete the following steps:

1. Click on the "Personally Owned Vehicle (POV) Mileage" link from the Submit Expenses Main Menu (See Figure 16 above).

   The "POV Mileage" page will be displayed (See Figure 17 below).

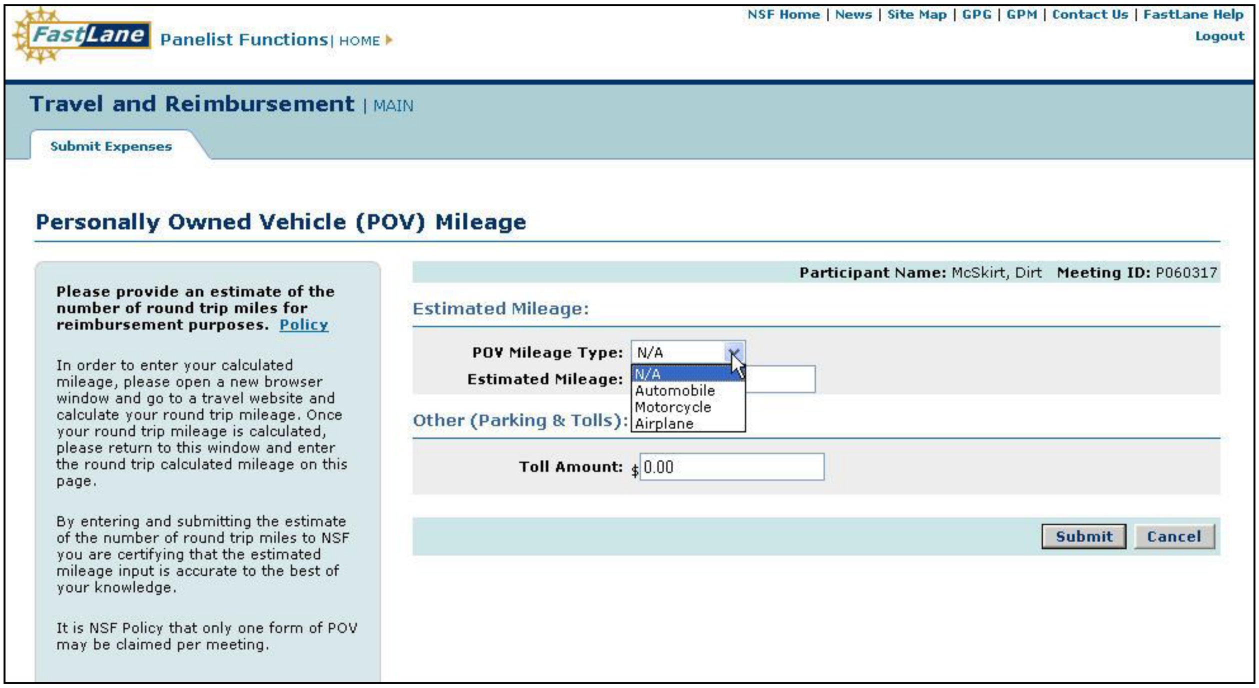

Figure 17 - POV Mileage

2. The following values can be entered on the POV Mileage page:

Table 3 - POV Mileage Data Fields

Field	Description
POV Mileage Type	This is the type of POV Mileage that was accumulated during the participants travel to and from the meeting in their personally owned vehicle. This value must be selected from the drop-down list provided, which includes N/A, automobile, motorcycle, and airplane.
Estimated Mileage	This is the estimated number of miles that accumulated during the participants travel to and from the meeting in their personally owned vehicle. This value must be a numerical value.

Toll Amount	This is the dollar amount of Toll expenses accumulated by the participant during travel to and from the meeting in their personally owned vehicle. A POV Mileage value greater than 1 mile must have been entered for this specific meeting (including Additional Expenses) in order to submit any Transportation Toll expenses. This value must be a numerical, whole number value.

3. Enter your travel expenses into the appropriate fields.
4. Click the **Submit** button to begin processing your reimbursement.

   The FLTR Module then verifies that the entered expenses are in the correct format and that POV Mileage has been entered if submitting Transportation Toll expenses.

   If the amount entered is not in the correct format or no POV Mileage has been entered, an error message will be displayed at the top of the page informing the participant of the error.

   If the amount entered is successfully verified, the FLTR Module saves the information and submits it to the NSF for review and approval. A Confirmation screen will be displayed informing you that the entered expenses have been successfully submitted to NSF (See Figure 18 below).

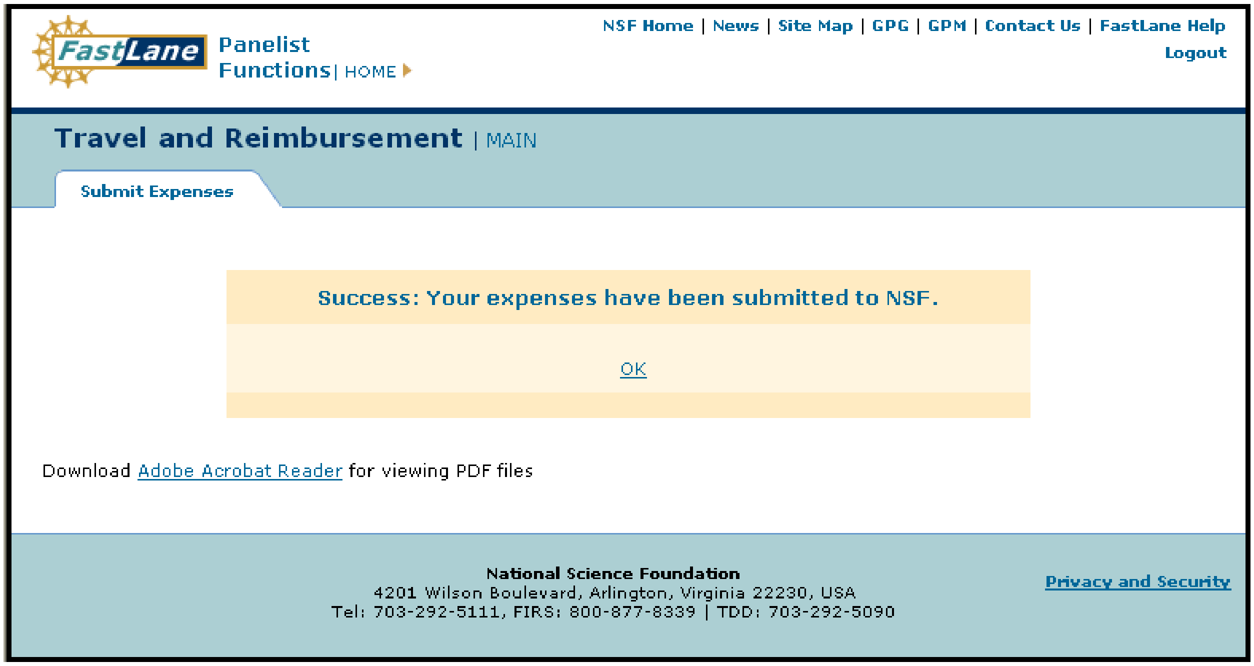

Figure 18- POV Mileage Expense Confirmation

5. Click the **OK** button.

   The Submit Expenses Main Menu page will be displayed again. Any other actions within FLTR can now be completed.

   NOTE: Once your reimbursement is submitted to NSF and has begun the NSF Review and Approval process, submit expenses data fields will be locked and will not be able to be modified. Additional Expenses will need to be used for any future changes (See Adding Additional Expenses section below).

Personally Purchased Transportation Ticket

NSF will reimburse personally purchased transportation ticket expenses for any meeting participant that purchases his/her own transportation ticket to arrive to/from the meeting. Any transportation arrangements not made through NSF's Travel Management Contractor **must have prior approval**. The NSF cannot reimburse transportation ticket expenses that exceed the NSF's contracted airfare.

When submitting Personally Purchased Transportation Ticket expenses, all receipts must be submitted prior to any reimbursement being processed.

To enter your Personally Purchased Transportation Ticket expenses, complete the following steps:

1. Click on the "Personally Purchased Transportation Ticket" link from the Submit Expenses Main Menu (See Figure 16 above).

The "Personally Purchased Transportation Ticket" page will be displayed (See Figure 19 below).

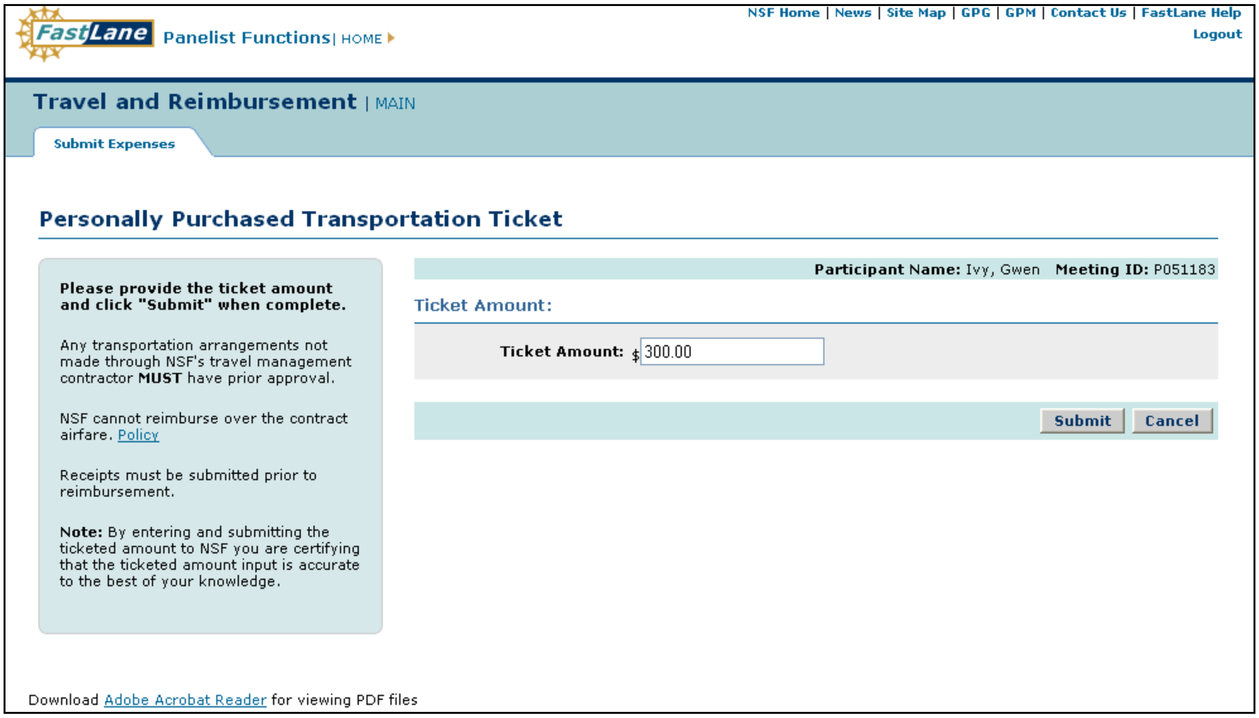

Figure 19 - Personally Purchased Transportation Ticket

2. The following values can be entered on the Personally Purchased Transportation Ticket page:

Table 4 - Personally Purchased Transportation Ticket Data Fields

Field	Description
Transportation Ticket Amount	This is the amount of the transportation ticket that the meeting participant purchased on his/her own. This value may not exceed the current contract airfare rates. This value must be a numerical value.

3. Enter the transportation ticket amount into the appropriate field.

4. Click the **Submit** button to begin processing your reimbursement.

   The FLTR Module then verifies that the entered expenses are in the correct format.

   If the amount entered is not in the correct format, an error message will be displayed at the top of the page informing the participant of the error.

   If the amount entered is successfully verified, the FLTR Module saves the information and submits it to the NSF for review and approval. A Confirmation screen will be displayed informing you that the entered expenses have been successfully submitted to NSF (See Figure 20 below). A reminder is also on the screen informing you that all receipts must be received prior to any reimbursement being distributed.

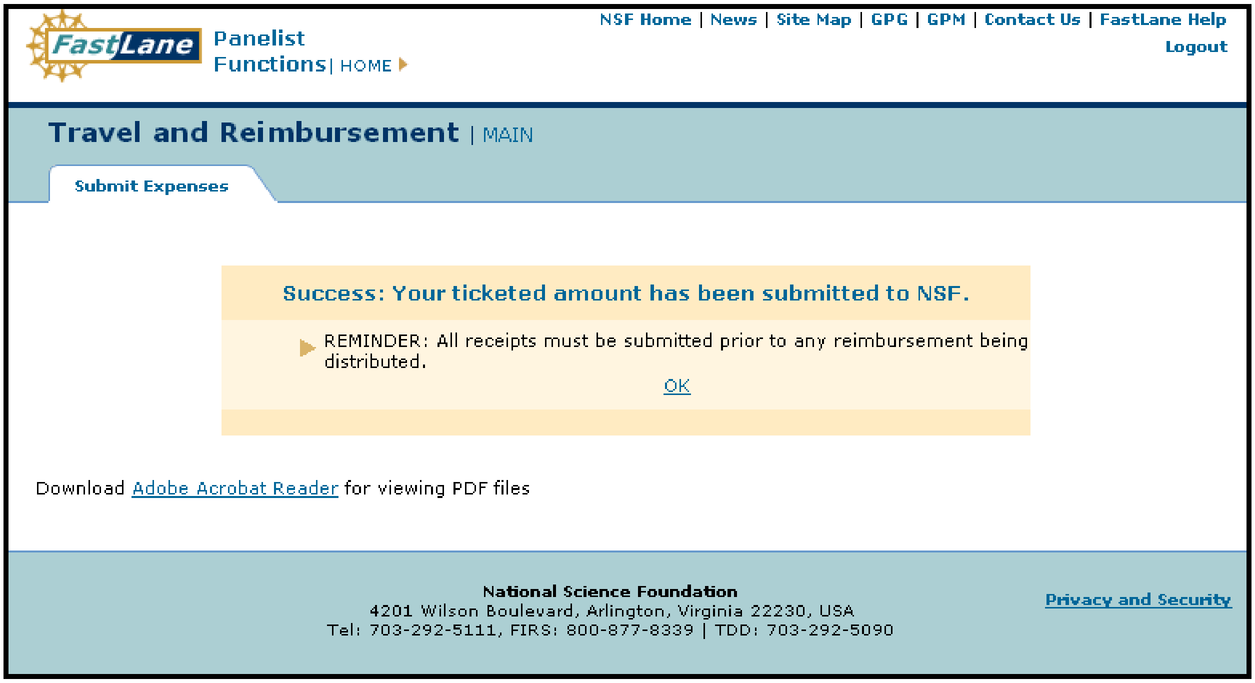

Figure 20 - Personally Purchased Transportation Ticket Confirmation

5. Click the **OK** button.

   The Submit Expenses Main Menu page will be displayed again. Any other actions within FLTR can now be completed.

Add Additional Expenses

Personal expenses may be modified/added/removed until the reimbursement has begun the formal NSF review and approval process. At that time, the FLTR will lockout the personal expenses and will not allow meeting participants to make any changes.

If changes need to be made to the expenses that were submitted, the meeting participant must wait until the expenses have been successfully reimbursed. Once the expenses have been reimbursed, the meeting participant can change/add/remove the expenses by adding "Additional Expenses".

"Additional Expenses" are associated with the original expenses that were reimbursed but must still go through the formal NSF review and approval process to be successfully reimbursed.

To add Additional Expenses, complete the following steps:

1. Once you have been successfully reimbursed for your submitted expenses, click on one of the following links:

   - Personally Owned Vehicle (POV)
   - Transportation Ticket

POV Mileage Additional Expenses

The POV Mileage page will be displayed with the reimbursed expenses as read-only. There will now be an "Add Additional Expenses" link on the page (See Figure 21 below).

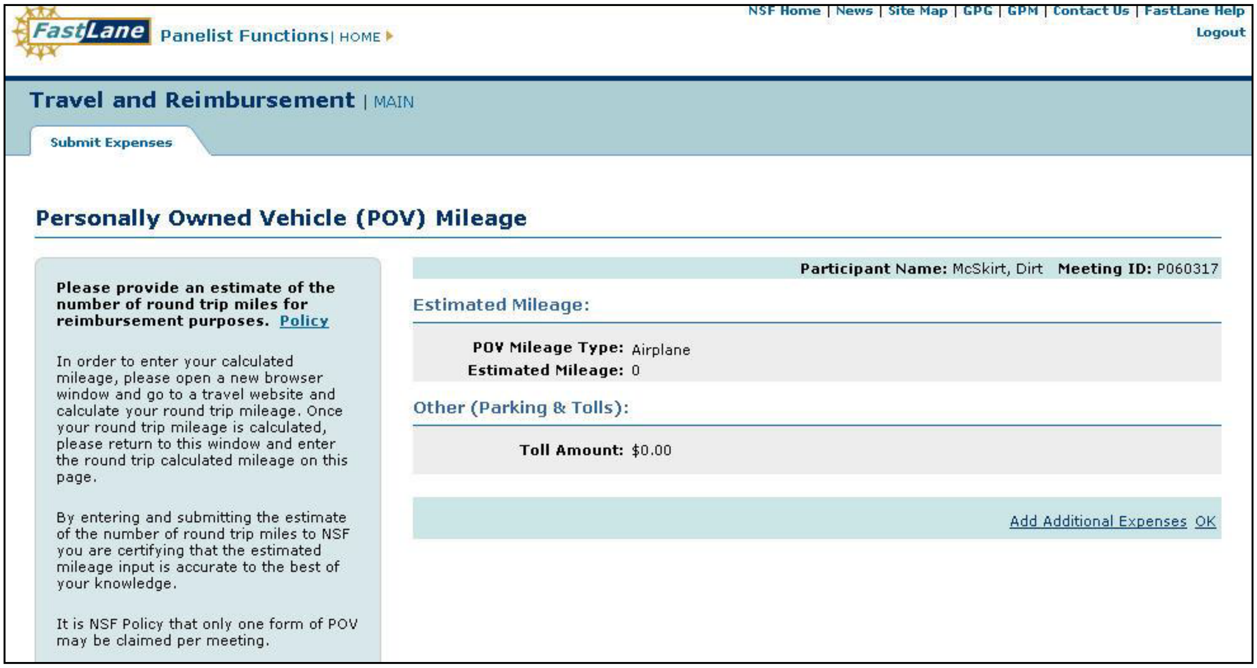

Figure 21 - Reimbursed POV Mileage

1. Click on the "Add Additional Expenses" link.

   The POV Mileage page will be re-displayed with the previous POV Mileage expenses as read-only but additional fields have been added allowing you to enter additional expenses (See Figure 22 below).

   NOTE: Clicking this link does NOT save or create a new expense. Only entering and clicking the Submit button will save and create a new expense.

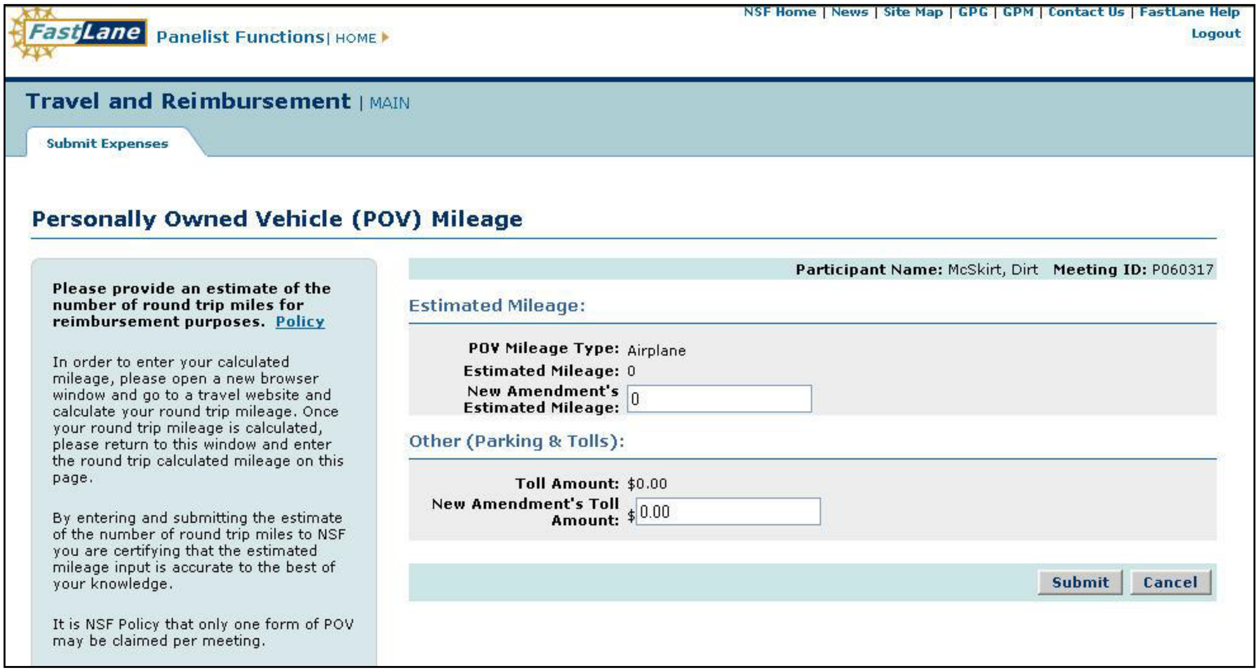

Figure 22 - POV Mileage Additional Expense

2. Enter the appropriate expense information into the new fields.

   NOTE: In order to add a POV mileage or toll expense from FastLane, at least one expense value (POV Mileage, tolls or ticket expense) must be greater than 0.

   NOTE: POV Mileage Type is non-editable if the participant has been reimbursed at least once for a POV mileage expense. If there has been no previous POV mileage expense paid out, then this field will be editable if amendments are created.

3. Click the **Submit** button to begin processing your additional expenses.

   The FLTR Module then verifies that the entered additional expenses are in the correct format and that POV Mileage has been entered, if submitting Transportation Toll expenses.

   If the additional amount entered is not in the correct format or no POV Mileage has been entered, an error message will be displayed at the top of the page informing the participant of the error.

   If the amount entered is successfully verified, the FLTR Module saves the information and submits it to the NSF for review and approval. A Confirmation screen will be displayed informing you that the entered expenses have been successfully submitted to NSF (See Figure 21 below).

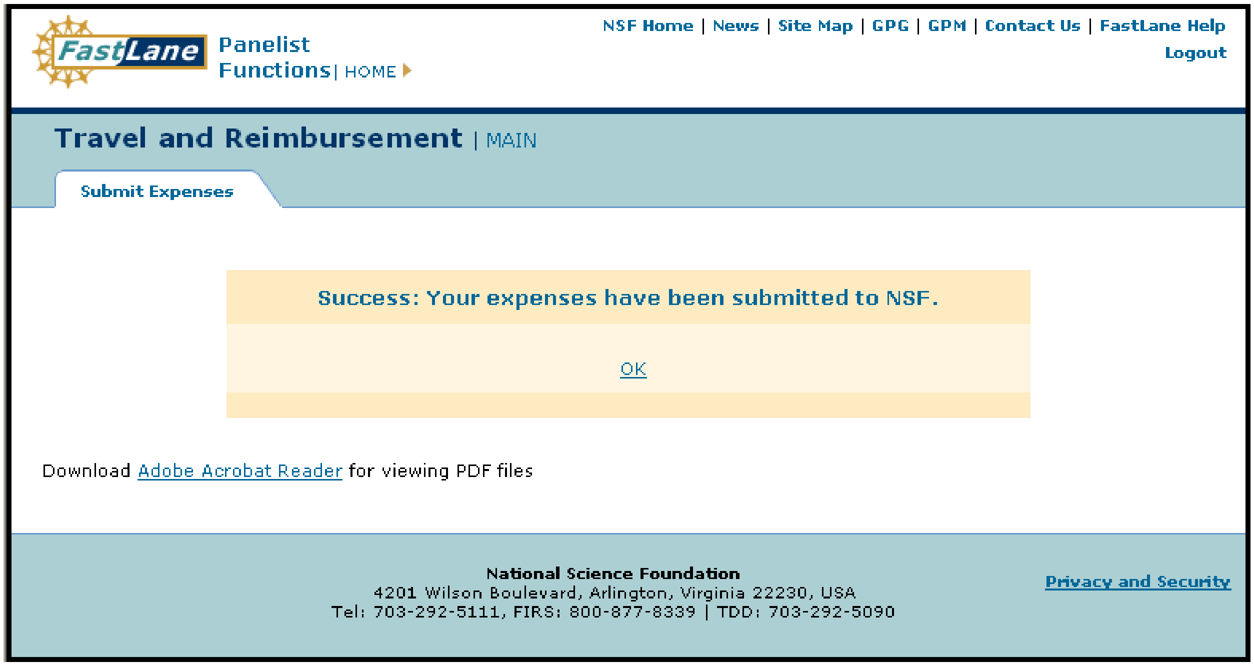

Figure 23 - POV Mileage Expense Confirmation

4. Click the **OK** button.

   The Submit Expenses Main Menu page will be displayed again. Any other actions within FLTR can now be completed.

Transportation Ticket Additional Expenses

The Transportation Ticket page will be displayed with the reimbursed expenses as read-only. There will now be an "Add Additional Expenses" link on the page (See Figure 24 below).

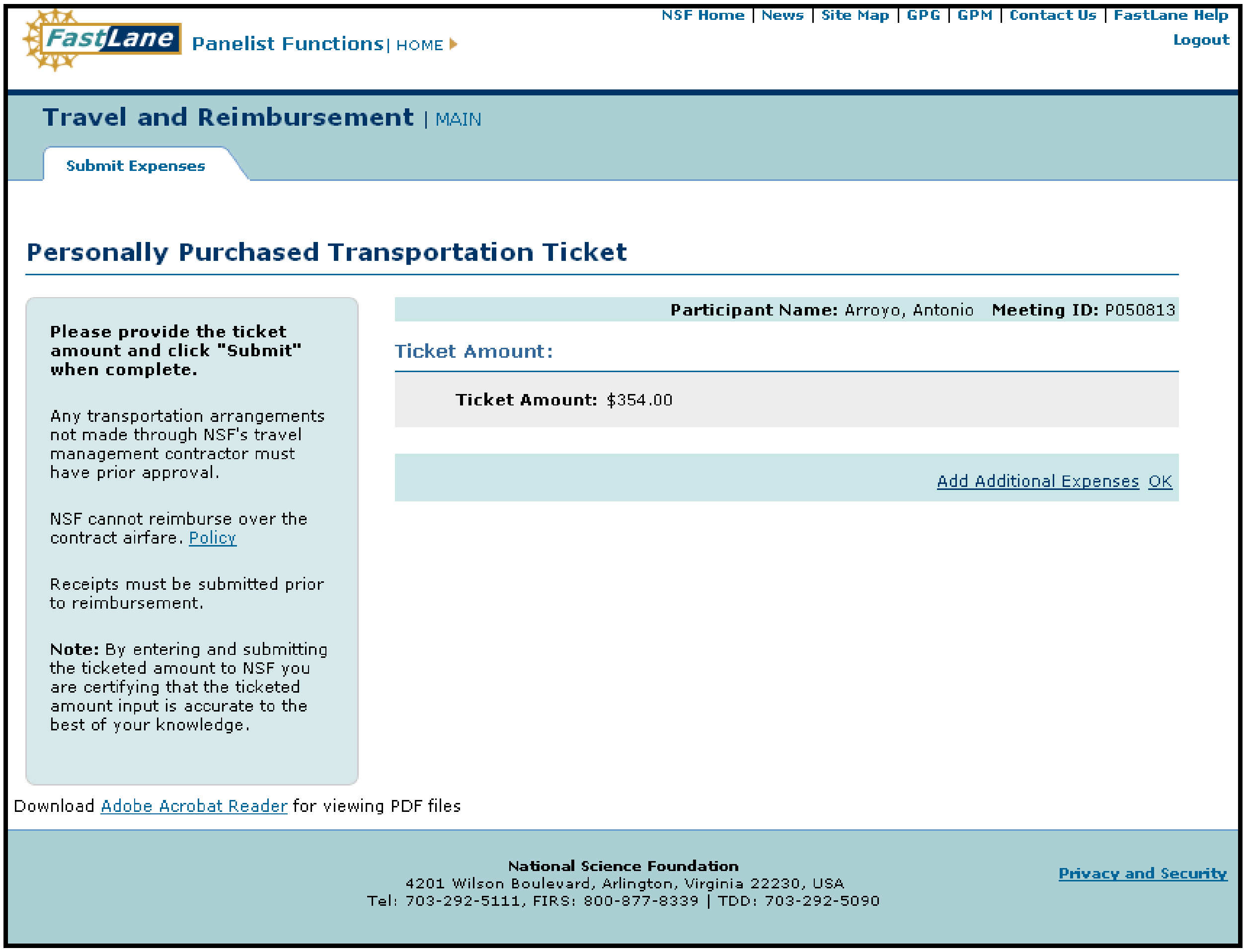

Figure 24 - Reimbursed Personally Purchased Transportation Ticket

1. Click on the "Add Additional Expenses" link.

   The Transportation Ticket page will be re-displayed with the previous Transportation Ticket expenses as read-only. Additional fields have been added allowing you to enter additional Transportation Ticket expenses (See Figure 25 below).

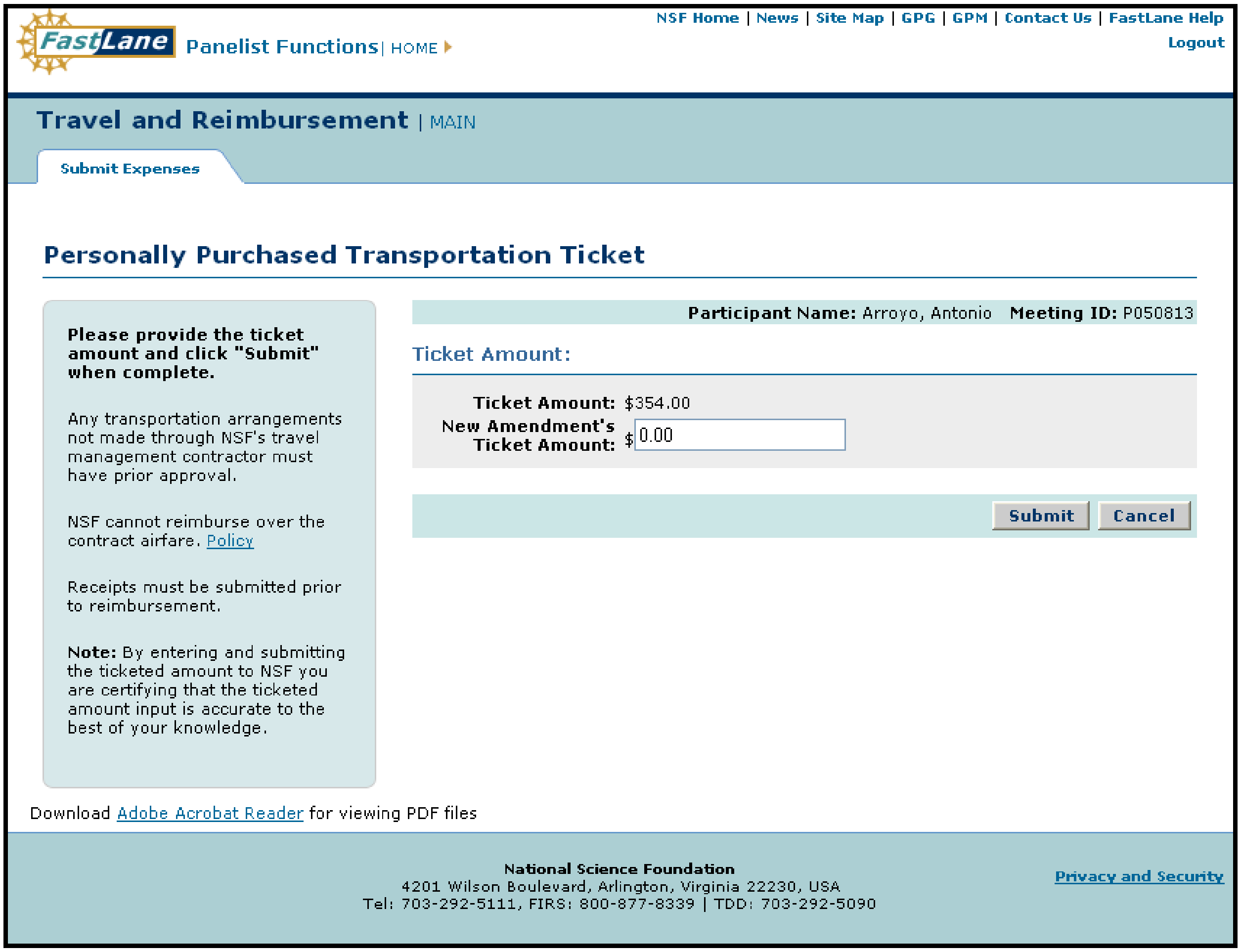

Figure 25 - Personally Purchased Transportation Ticket Additional Expense

2. Enter the appropriate expense information into the new fields.

   NOTE: In order to add a new ticket expense from FastLane, at least one expense value (POV Mileage, tolls or ticket expenses) must be greater than 0.

3. Click the **Submit** button to begin processing your reimbursement.

   The FLTR Module then verifies that the entered additional expenses are in the correct format.

   If the amount entered is not in the correct format, an error message will be displayed at the top of the page informing the participant of the error.

   If the additional amount entered is successfully verified, the FLTR Module saves the information and submits it to the NSF for review and approval. A Confirmation screen will be displayed informing you that the entered additional expenses have been successfully submitted to NSF (See Figure 26 below). A reminder is also on the screen informing you that all receipts must be received prior to any reimbursement being distributed.

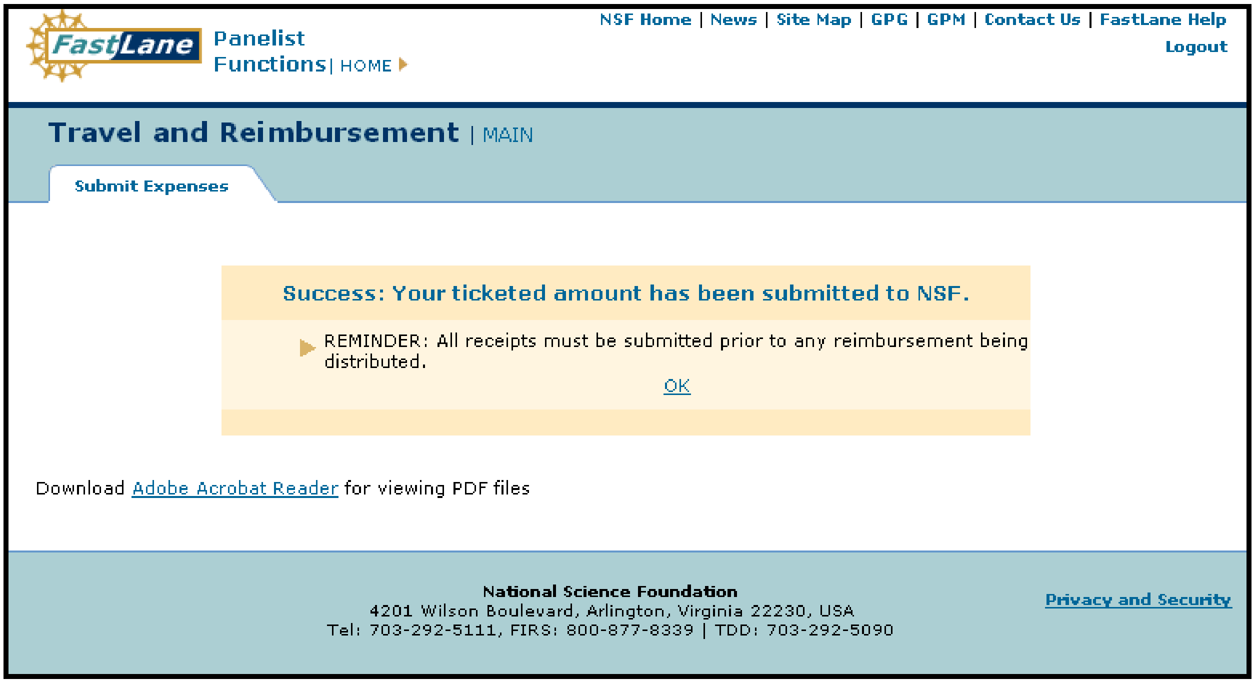

Figure 26 - Personally Purchased Transportation Ticket Confirmation

4. Click the **OK** button.

   The Submit Expenses Main Menu page will be displayed again. Any other actions within FLTR can now be completed.